

# Progress Report

Project Team #: 2

Team Members: Brooke Hirst and Emily Dryden

Reporting Period From: 4/19/2015 To: 4/25/2015

Overall Project Status: On Track

Deliverables:

Work Completed:

Task Name	Date Completed	Summary Notes
Final Draft of Use Cases	4/20/15	BAs finished the final draft of their use cases
Final Draft of all PM's Deliverables	4/24/15	PMs created the final draft of their communication plan, change management plan, quality management plan, risk management plan, budget, schedule, stakeholder list, team member list, scope, project charter, change tracker, change report, RACI Chart, and organizational chart
Final Draft of Scenario	4/20/15	BAs finished the final draft of their scenario
Final Presentation Conducted	4/21/15	BAs presented their final presentation to the client and project sponsors

Work in Progress:

Task Name	Planned End Date	Resources Assigned
N/A	N/A	• N/A

Work Schedule to begin:

Task Name	Planned Start Date
N/A	N/A

Project Issues

Descriptions	Actions
N/A	N/A

Project Risks:

Description	Actions
The final deliverables for both the BAs and PMs may not be acceptable under the project sponsor's criteria	At the team meetings, those conducted prior to this week and those held this week, were used to review our team deliverables. Both BAs and PMs attended the majority of their classes and interview sessions with the client, in order to get a firm grasp about what the deliverables should and should not include.

## Meetings

## Meetings that have taken place:

Description	Date/Time	Attendees
Meet and Greet	1/23/2015 @ 11:30am	2 PMs and 3BAs
Meeting 1 (review interview tactics and questions)	1/28/2015 @ 5pm	1 PM and 3 2BAs
Meeting 2 ( review components of good scope)	1/29/2015 @5pm	2 PMs and 3 BAs
Meeting 3 (Project update/ Schedule reviewed)	2/5/2015 @ 5pm	2 PMs and 3 BAs
Meeting 4 (review of interview Questions)	2/12/15 @ 5pm	2 PMs and 5 BAs
Meeting 5 (review of BA's progress)	2/26/15 @ 5pm	2 PMs
Meeting 6 (Check-in WebEx with Flanagan)	3/12/15 @10:15 am	1 PM and 5 BAs
Meeting 7(Project update/brainstorming)	3/12/15 @10:45am	1 PM and 5 BAs
Meeting 8 (Project update/Justinmind training)	3/19/15 @5pm	2 PM and 3 BAs
Meeting 9 (get project update from BAs and review prototypes created)	3/26/2015 @ 5pm	2 PMs and 4 BAs
Meeting 10 (get project update from BAs and review prototypes and other deliverables created)	4/2/2015 @ 5pm	1 PMs and 4 BAs
Meeting 11 (give update to PM who missed the previous meeting and go over deliverables for PMs to complete and revise)	4/3/2015 @ 11am	2 PMs
Meeting 12 (get project update from BAs and review prototypes and other deliverables created)	4/9/2015 @ 5pm	2 PMs and 4 BAs
Meeting 13	4/16/2015 @ 1:30pm	2 PMs and 5 BAs

(get project update from BAs and review prototypes and other deliverables created)		
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**Planned Meetings:**

Description	Date/Time	Attendees
Meeting 14 (get project update from BAs and review prototypes and other deliverables created)	4/24/2015 @ 11am	2 PMs